

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: **Data Quality Monitor**
DIVISION/OFFICE: **Office of Performance Management (OPM)**
BULLETIN No: **05102021**
SALARY RANGE: **\$50,001-\$60,000 (Commensurate with Experience)**
OPENING DATE: **October 21, 2021**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

BRIEF DESCRIPTION:

Program and operations data integrity inspection, data analysis of all data entered in client data tracking information systems used by UPO. Perform desk audits, on-site data verification, and periodic data deep-dives. Develop presentations, reports and spreadsheets that provide operational and administrative insight to UPO’s leadership team. Train and coach staff to use data systems and tools. Manage and execute the annual setup in UPO’s Central Client Data and Case Management Tracking system for all programs. Develop and maintain dashboards and report templates for use agency-wide. Create and identify tools to improve the efficiency of data entry and compliance reporting. Prepare and analyze data for internal and external monitoring and evaluation activity

MAJOR DUTIES

Extract data and provide the organization’s decision-makers with accurate, practical, and useful information (both quantitative and qualitative) in a consistent, timely and cost-effective manner. Train, coach, and provide technical assistance to program staff in areas of operational weakness and address operational deficiencies. Monitor program components for compliance with applicable standards, agreements, and regulations. Identify items or areas of noncompliance and develop recommendations for immediate corrective action. Follow-up on recommendations at the end of the corrective action period and document compliance or the lack thereof. Audit staff data entry and provide feedback on accuracy, frequency and substance of entries. Train agency staff and partners to use monitoring and evaluation data for program improvement. Prepare written, edited and grammatically correct reports following each data monitoring review, desk audit, program analysis, data analysis or program evaluation. Reports must detail process followed, findings, results and investigation. Review Performance Measurement Reports monthly, document missing or incorrect data and communicate findings to Division and Office Directors. Review Strategic Plan Progress Tracking tool status updates quarterly and coach Directors on procedures for completing the report. Provide ongoing maintenance for the organization’s Strategic Plan Progress Tracking tool and associated templates.

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Create an annual data monitoring and audit plan/schedule. Ensure that program data entry is accurate so they can become a part of the agency-wide evaluation and monitoring plan.

MINIMUM QUALIFICATIONS

Bachelor's degree in public/business administration, social sciences, public policy or management information systems. Two (2) years of increasingly progressive data and impact analysis. This position requires original analysis, program monitoring or evaluation experience, including program and evaluation report writing. Be familiar with the social and economic issues facing the low income and special populations including those of diverse cultural backgrounds. Travel to various sites by personal vehicle or public transportation will be required for the purpose of conducting onsite monitoring of programs.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

Ability to effectively use Microsoft Office programs. Possess effective organizational and professional communication skills, both written and verbal. A combination of education and experience may be considered.

DESIRED QUALIFICATIONS:

Two (2) or more years of relevant work experience. Experience in Community Action and/or childcare, programs, particularly Head Start, is a plus but not required. Extensive use of quantitative analysis in Excel and other in reporting tools. Clear and effective written and spoken communication skills. Solid and measurable track record documenting program/project effectiveness as well as analyzing data with the goal of drawing inferences to advise executive teams and to inform stakeholders.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS NOT in the collective bargaining unit of the CWA Union.

To be considered for this position:

Submit your cover letter and resume online. [Apply Here](#)

ALL VISITORS TO UPO FACILITIES:

**Must Wear a Mask While on UPO Premises;
Must Practice Social Distancing; and,
Will Be Subject to Temperature Scanning Upon Entering UPO
Facilities.**

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